CHANGE OF EEM APPLICANT STATUS REQUEST LETTER: POST-ALLOCATION VOTE

(*On original applicant's Letterhead*)

(*Name*), Local Assistance Engineer   Date:

Department of Transportation, District _____
Office of Local Assistance
(*Address*)
(*City*), CA (*ZIP*)

Dear M_____:

We hereby request approval from the California Transportation Commission (CTC) to transfer the applicant status from the (*original applicant agency*) to the (*new applicant agency)* for the Environmental Enhancement and Mitigation (EEM) Program project (*project name and number*). We also request to be placed on the next CTC agenda for their approval.

Attached is a completed and signed EEM Program Application cover page and signed Assurances for the same application from the (*new applicant agency*). Also attached is an adopting resolution by their governing board certifying willingness to carry out the project, and their classification as nonprofit organization under section 501(c)(3) of the IRS code (if applicable). The (*new applicant agency*) agrees to execute an EEM Program Applicant-State Agreement, along with providing tax identification information to the Caltrans Local Program Accounting Office in order to do business with Caltrans**.**

It is understood the CTC's approval is conditioned upon receipt of a signed Assignment and Assumption Agreement (AAA) by (*original applicant agency)* and (*new applicant agency).*   The AAA will include as attachments the previously executed Applicant-State agreement and the original application.

Please have all necessary documentation prepared with the (*new applicant agency*) listed as the sole responsible applicant.

_____   _____
(Signature)   (Signature)
(*Name and Title*)   (*Name and Title*)
(*Original Applicant Agency*)   (*New Applicant Agency)*
(*Address*), (*City*), CA (*ZIP*)   (*Address*), (*City*), CA (*ZIP*)
                                                                                          E-mail Address_____

CTC and CALTRANS APPROVED/DISAPPROVED:

_____
CALTRANS EEM PROGRAM MANAGER
Department of Transportation,
1120 "N" Street - MS 1
Sacramento, CA 95814

Distribution: Local Agency sends to the location stated above.

This page intentionally left blank